



Job Aid: COMMBUYS Vendor Registration

This Job Aid shows how to:

- Complete the vendor registration process in COMMBUYS

Of Special Note:

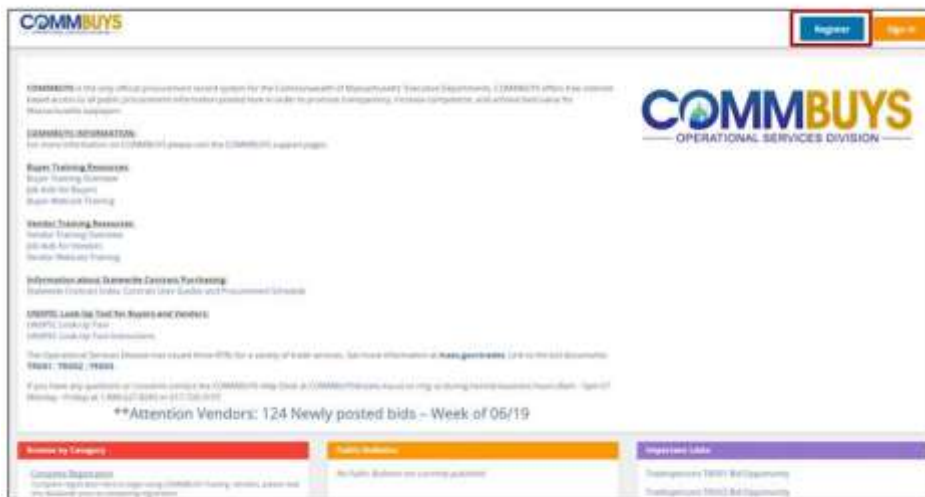
Vendors must register in COMMBUYS (even if they have previously done business with the Commonwealth of Massachusetts) in order to receive notifications about bid opportunities, submit quotes, receive bid awards, or be issued purchase orders through COMMBUYS.

Registering in COMMBUYS allows you to specify company information that helps drive buyer search results and assists in other aspects of the purchasing and bidding processes. Vendors are required to specify a Seller Administrator as part of the vendor registration process. The Seller Administrator will maintain vendor business and catalog information in COMMBUYS.

[Appendix A](#) provides information for various scenarios when your Tax ID is already in use

Screenshot

Directions



Step 1: Launching COMMBUYS

1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or (commbuys.com) in your browser.
2. Once the COMMBUYS landing page displays click on the **Register** button.

Screenshot

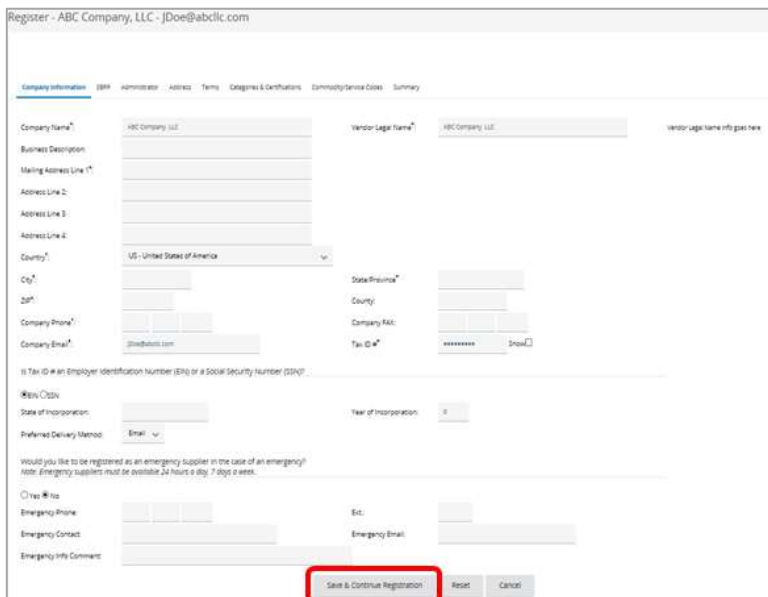
Directions



Step 2: Starting the Registration Process

1. Upon selecting **Register**, a pop-up window appears requiring that the following fields be completed:
 - Tax ID (of the entity transacting business with / receiving payments from the Commonwealth)
 - Company Name
 - Indicate type of Tax ID
 - Country where main office is located
 - Email Address
2. Click the **Register** button.

Note: COMMBUYS will confirm the Tax ID entered does not already exist in the system. If a Tax ID is already registered, an email notification is sent to the email address supplied to inform the individual that they may not continue registration. If COMMBUYS indicates that a tax ID is already in use please see [Appendix A](#) for further information.

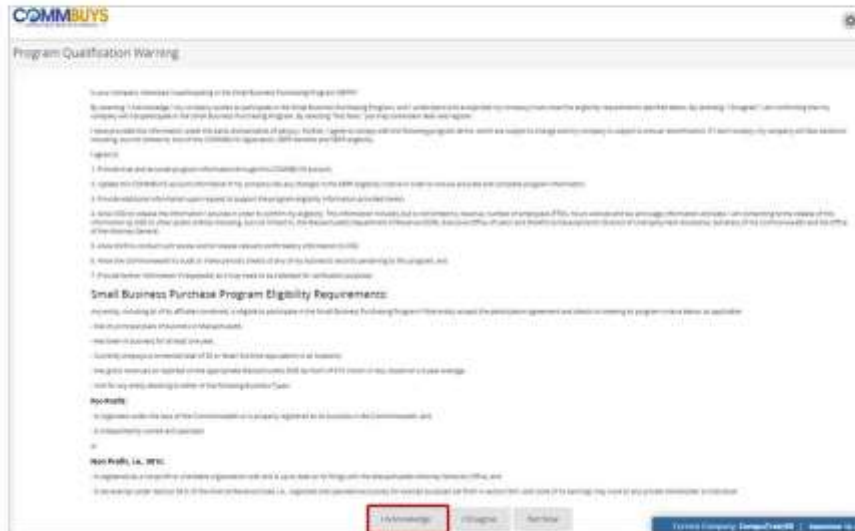


Step 3 : Entering Company Information

1. Complete the form that appears on the Company Information tab to establish your company's Vendor Profile. Fields marked by an asterisk (*) are required.
2. Check the information populated from pre-registration. Make sure each item is typed correctly.
3. When you have entered and reviewed all the required information on the Company Information tab, click the **Save & Continue Registration** button at the bottom of the screen.

Screenshot

Directions



COMMBUYS

Program Qualification Warning

You are currently interested in participating in the Small Business Purchasing Program (SBPP). Before selecting an option, please read the Small Business Purchasing Program (SBPP) information page. It is important to read this information carefully. It explains what the requirements are to qualify for this program. The three options are as follows:

Small Business Purchasing Program Eligibility Requirements:

Any entity, including an off-site affiliate, is eligible to participate in the Small Business Purchasing Program (SBPP) if it meets the following requirements:

- has not previously participated in the program;
- has been in business for at least one year;
- currently employs a minimum of 10 or more full-time employees or is a sole proprietor;
- has gross revenue or net profit of at least \$100,000 in the previous year; and
- has no other business interests in the same or similar industry.

Options:

I agree with the terms of the Small Business Purchasing Program (SBPP) and I agree to participate in the program.

I disagree with the terms of the Small Business Purchasing Program (SBPP) and I do not wish to participate in the program.

I am not now interested in participating in the program, but I may become interested in the future.

Buttons:

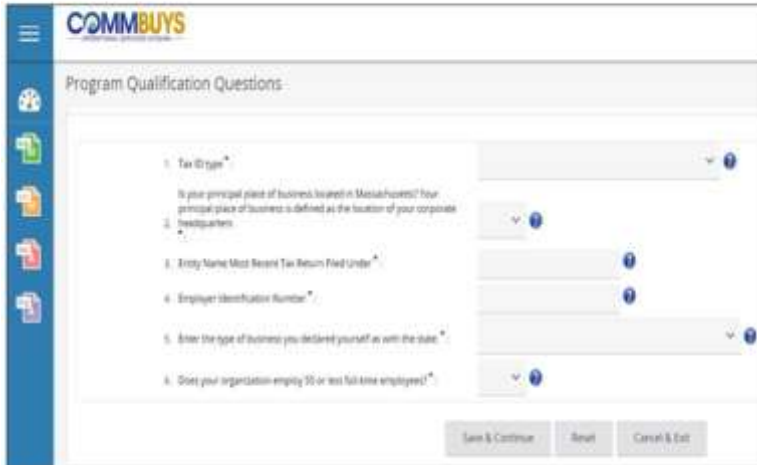
Step 4: Applying for the Small Business Purchasing Program (SBPP)

1. You must select one of the options at the bottom of the screen to continue. Before selecting an option, thoroughly read the Small Business Purchasing Program (SBPP) information page. It is important to read this information carefully. It explains what the requirements are to qualify for this program. The three options are as follows:

- **I Acknowledge:** If your business meets the eligibility requirements and you want to apply. *Your information will be verified by the agencies listed in item 4 of the information page.*
- **I Disagree:** If you are ineligible or do not wish to apply for the SBPP. *Choosing this option will allow you to complete your COMMBUYS registration, but you will not be able to register for SBPP through COMMBUYS. (Skip to step 5).*
- **Not Now:** If you want to come back later to make your choice about the SBPP. *You will still be able to complete SBPP Registration at any time through the Seller Administrator Control Center.*

Screenshot

Directions



Step 5: Completing the SBPP Pre-Qualification Form

1. Answer each of the Program Qualification Questions displayed on this form. It is advisable to gather information before starting the application.
 - **Tax ID Type:** Select either Federal Employer Identification Number or Social Security Number.
 - **Is your principal place of business located in Massachusetts?** : Your principal place of business is typically defined as the location of your corporate headquarters. Select Yes or No.
 - **Entry Name most recent tax return filed under:** If you are a sole proprietor, please enter your name as it appears on your most recent tax return.
 - **Employer Identification Number:** Enter the Federal Employer Identification Number (FEIN) or Social Security Number (SSN) from the tax form.
 - **Enter the type of business you declared yourself as with the state:** Select the appropriate field.
 - **Does your organization employ 50 or less full-time employees?** Select Yes or No.

Hint: For clarification on any question, hover over its blue question mark. Doing so triggers a text box with helpful information.

Note: The information entered on this form will be automatically transmitted to the Department of Revenue for verification.

2. Once you have completed the form, review it for accuracy.

Click **Save & Continue** to complete the application.

Screenshot

Directions



OR



Step 6: Reviewing Pre-Qualification Results

1. Review the pre-qualification results displayed on this page. This message is based solely on the information entered into the application, which has not yet been processed by the Department of Revenue.
2. Click **Exit** to return to the Seller Administrator home screen.

Note: COMMBUYS will communicate with you via e-mail once the Department of Revenue verification is complete. Your SBPP status will be marked "certified" if your data was verified and your business meets the eligibility requirements or "uncertified" if your data could not be verified.

If the Department of Revenue does not verify your eligibility, you will receive an email with further instructions.

If you experience difficulties during the SBPP registration process, contact COMMBUYS Help Desk at 888-627-8283 or commbuys@state.ma.us.

Screenshot

Directions

Register - ABC Company, LLC - JDoe@abcllc.com

Company Information SBPP **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

Administrative User Information

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Email*: Phone*:

Login ID*: Confirm Password*:

New Password*: Login Answer*:

Login Question*:

Save & Continue Registration Reset Cancel

Step 7: Establishing a Seller Administrator Account

1. Complete the form that appears on the Administrator tab to establish a Seller Administrator account, which is used to maintain company information and add / maintain users associated with your Vendor Profile. Fields marked by an asterisk (*) are required.
2. Once this form has been completed, click on the **Save & Continue Registration** button.

Note: Record the **Login ID** and **Password** used to create the account, as this information is required to log in to the system once registration is complete. Upon initial login, you will be prompted to change your password.

Passwords must be between 8 and 50 characters and contain at least 1 letter and 1 number.

Register - ABC Company, LLC - JDoe@abcllc.com

Company Information SBPP Administrator **Address** Terms Categories & Certifications Commodity/Service Codes Summary

Maintain Addresses For: ABC Company, LLC

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	J. Doe 123 Main Street Anytown, MA 02116 US Email: JDoe@abcllc.com Phone: (617)555-9999	Active	Yes

Add Another Address **Continue Registration**

Step 8: Adding Additional Addresses

1. The address screen displays, including the information you previously entered, populated as the General Mailing Address.
2. If using only this General Mailing Address, click the **Continue Registration** button.
3. To input additional addresses, click the **Add Another Address** button at the bottom of the page and fill in the required information. Click **Save & Exit**. Upon creating each address, select the address to use as the default for each address type.
4. Once complete, click the **Save & Continue Registration** button at the bottom of the screen.

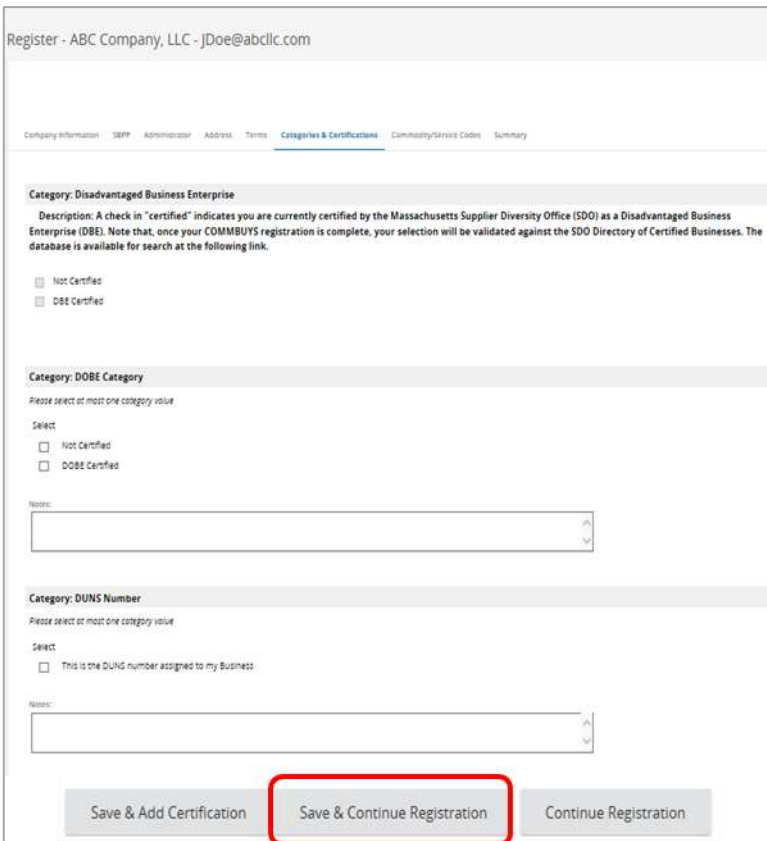
Screenshot

Directions



Step 9: Reviewing the Terms Tab

1. The Commonwealth is not currently using the Terms tab. Vendor terms will be negotiated on a contract-by-contract basis and therefore do not need to be entered during registration.
2. Click on the **Continue Registration** button.



Step 10: Selecting Categories

1. Select the categories that accurately reflect your organization. The following categories are required: **Business Structure, Agreement, and Business Type.**
2. You will not be able to self-select Supplier Diversity Office (SDO) **Certification Categories.** All applicable certifications are added to the vendor's profile by SDO within a few days of registration.
3. Once you have made your selections, click on the **Save & Continue Registration** button. Vendors are responsible for ensuring that all selections are accurate.

Screenshot

Directions

Register - ABC Company, LLC - JDoe@abcllc.com

Company Information SBPP Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

UNSPSC Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

1-25 of 35
1 2

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	12-16-46	Paper plastic and fabric modifiers
<input type="checkbox"/>	14-10-00	Paper materials

Step 11: Choosing Commodity/Service Codes

1. COMMBUYS uses United Nations Standard Product and Service Codes (UNSPSC) to identify goods and services. These codes support searching and categorization of goods and services in COMMBUYS.
2. Add codes to your Vendor Profile by entering a relevant keyword into the **UNSPSC Keyword** field and clicking the **Search** button.
3. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move onto to the next step in the registration process.
4. You can also search for Commodity/Service Codes by using the **UNSPSC Segment-Family** and **UNSPSC Class** drop down menus.
5. Select the codes relevant to your business and either click **Save and Add More** to search for additional codes or **Save and Continue Registration** to move onto to the next step in the registration process.

Register - ABC Company, LLC - JDoe@abcllc.com

Company Information SBPP Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

UNSPSC Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	14-11-00	Paper products
<input type="checkbox"/>	14-11-15	Printing and writing paper
<input type="checkbox"/>	14-11-16	Novelty paper
<input type="checkbox"/>	14-11-17	Personal paper products
<input type="checkbox"/>	14-11-18	Business use papers

Screenshot

Directions

Register - ABC Company, LLC - jDoe@abcllc.com

Company Information SBR Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

Company Information

Vendor ID:	0002006	Alternate ID:		Company Name:	ABC Company, LLC
Status:	Active	Status Change Reason:		Tax ID#:	*****123
Tax ID Type:	EIN	Incorporation Details - State:		Year of Incorporation:	0
Business Description:		Preferred Delivery Method:		Vendor Email:	jDoe@abcllc.com
Emergency Supplier:	NO				

Program Information

Program	Status	Date Qualified	Acknowledged Program Conditions?	Date Acknowledged / Disagreed
SBR	Inactive		Not Now	08/08/2016

Users Information

Login ID	First Name	Last Name	Status	Roles
ABCLLC123	J	Doe	Active	Seller Seller Administrator

Address Information

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	J Doe 123 Main Street Boston, MA 02116 US Email: jDoe@abcllc.com Phone: (617)555-4000	Active	YES

Commodity-EPPs And Services Information

Code	Description	Date Added
16-11-15	Printing and writing paper	08/08/2016

Category: Business Structure

LLC

Category: Business Type

Business Enterprise (For profit)

Complete Registration

Step 12: Reviewing the Summary Tab

1. The **Summary** tab displays information supplied during registration. Review all information on this page for accuracy.
2. To correct any information, return to the appropriate tab, correct and save information updates. Once you have saved your updates, return to the **Summary** tab.
3. Click the **Complete Registration** button to finish this stage of the registration process.

Thank You

Thank you for registering with COMMBUYS. Registration confirmation will be emailed to you.

For questions or comments please contact The Commonwealth of Massachusetts - COMMBUYS | Test at (617)679-1521.

OK

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Step 13: Completing Registration

1. Once you click **Complete Registration**, a Thank You message that includes the COMMBUYS Help Desk telephone number appears.
2. Click the **OK** button to be redirected to the COMMBUYS landing page. Upon initial login, you will be asked to change your password.
3. Upon completing your registration, you will receive a confirmation e-mail with your login credentials and vendor number.

From: test@periscopeholdings.com [mailto:test@periscopeholdings.com]
Sent: Thursday, August 18, 2016 11:14 AM
To: J. Doe <jDoe@abcllc.com>
Subject: Vendor Registration: ABC Company, LLC

Dear J. Doe,

Thank you for registering with COMMBUYS. Your account has been activated. Below you will find your login ID and password.

Login ID: ABCLLC123
 Password: welcome1
 Vendor #: 00019977 - ABC Company, LLC

Please log in to the COMMBUYS application. If you have any questions concerning your account, please contact us at (617)679-1521.

Thank you,
 The Commonwealth of Massachusetts - COMMBUYS

Screenshot

Directions



Step 14: Changing Password on Initial Login

1. Click the **Sign In** button at the top of the page.
2. Once the login window appears, enter the Login ID and temporary password you created during registration.
3. Click the **Sign In** button to continue.



Step 15: Changing Password on Initial Login

1. Enter your temporary password into the **Current Password** field.
2. Enter your new password.
3. Re-enter your new password in the **Confirm New Password** field.
4. Click the **Submit** button.

Note: If you experience difficulties during the vendor registration or password change process, contact COMMBUYS Help Desk at 888-627-8283 or commbuys@state.ma.us.

Appendix A

Tax ID Already in Use

When COMMBUYS indicates that a Tax ID is already in use and your registration cannot move forward with that Tax ID, it may be for one of several reasons:

1. Someone else (at your company) recently registered the company in COMMBUYS but didn't let you know.
2. An affiliate company (using same Tax ID) is already registered in COMMBUYS.
3. The Seller Administrator left your company with no back-up Administrator and you don't have Seller Administrator login credentials to update your account information.
4. Your company was previously registered in CommPASS and has been migrated to COMMBUYS but you can't access your COMMBUYS account, and you need your account reset with new temporary login credentials to update your account information.
5. Someone has used your Tax ID without authorization.

If you receive a message indicating that your Tax ID is already in use, report the issue to the COMMBUYS Help Desk for further instructions. The COMMBUYS Help Desk can be reached at 1-888-627-8283 or commbuys@state.ma.us.